

Job Title: MercyKids Ministry Associate

Reports To: MercyKids Director

Position Status: Part-Time (20 hours per week), hourly non-exempt

Compensation: Commensurate with experience

Job Summary

The MercyKids Ministry Associate (MKMA), under the supervision and guidance of the MercyKids Director, will partner with families to raise the next generation of disciples who love God, love others, and love our world. The associate will be required to assist various tasks as outlined in the responsibilities section.

Qualifications

This role is suitable for both male and female applicants who feel led to apply and have the skills and experience desired for this position. In order to be considered for this role, the applicant must:

- Be passionate about working with children as well as desire to partner with parents in discipling their children.
- Bachelor's degree in a related field (Education, Child Development, or Ministry).
- Have a strong theological foundation to teach children and volunteers about Jesus.
- Be a person of high character who is teachable, eager to develop, and ready to grow.
- Have experience working with children either vocationally or through volunteer experience in kids ministry.
- Be a team player and strong collaborator.
- Have excellent people skills and the ability to work well with a wide range of people, including support staff, volunteers, congregants, and parents.
- Be a self-starter and independent worker with the ability to multitask and prioritize tasks effectively.
- Have strong leadership, organizational, and communication/teaching skills
- Have strong computer skills with proficiency in internet applications and Google Workspace.
- Be evangelistic in ministry approach.
- Have a passionate, caring, and approachable disposition and possess a heart for church ministry
- Accept and agree with the [Baptist Faith & Message 2000](#)

Responsibilities

- Assist in curriculum writing and development for all age groups within the Kids Ministry program as directed by the MercyKids Director.
- Help teach classroom management and activities, ensuring a safe and engaging environment for children and volunteers.
- Fill in at different campuses as needed to support and assist the Kids Ministry team.
- Provide additional support to the Kids Ministry Director as required.

- The MKMA will assist with office tasks, which include, but are not limited to, downloading/printing/copying curriculum, purchasing needed supplies, and preparing materials/lessons in advance of Sunday gatherings and events for campus team members and leaders.
- Work closely with the Kids Ministry Director to help maintain systems, reporting mechanisms, and processes within the ministry.
- The MKMA will help all campuses in scheduling volunteers.
- The MKMA will assist ministries with their requested childcare for other campus-specific events as requested and approved by the MercyKids Director (such as, but not exclusively, big church events such as member meetings, prayer nights, and vision nights).
- The MKMA will assist in the execution of special events throughout the year (such as, but not exclusively, VBS, Parenting Equipping, and Easter Weekend)
- The MKMA will help maintain process queues within Mercy's database system, including First-Time Guests and the onboarding of new MercyKids team members.

**Miscellaneous Responsibilities* - This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

Conditions of Employment

1. Models the biblical standard of personal conduct and lifestyle that is expected of all Mercy Church staff and covenant members.
2. Fully participates in the life of the church as an active covenant member.
3. Supports and adheres to the mission, vision, values, and philosophy of ministry of Mercy Church.
4. Supports and submits to the leadership of the church elders.
5. Works well as a team player with the elders, staff, key leaders, and ministry team members at Mercy Church.

General Expectations

1. Report to the office during Office Hours (see below). You will also be required to attend various extra Church events relevant to your ministry oversight areas and/or as church needs arise.
2. Should always exhibit professionalism, demonstrated by well-groomed appearance, conscientious work ethic, teachability, and accountability.
3. Should be willing and able to adapt quickly to changing circumstances, with composure and flexibility.
4. Should be ever conscious of the need for confidentiality.
5. Should always exercise discernment and wise judgment.
6. Should be a person who gives extreme attention to details with an eye for excellence.
7. Should have a willingness to seek new information, training, and resources as needed.
8. Should be a self-starter and good at multitasking and prioritizing projects.

**Performance Evaluation* - It is understood that the performance for this job will be primarily measured and evaluated by the “responsibilities” and the “general expectations” laid out in this job description.

Additional Job Requirements

Physical Requirements

1. Ability to frequently stand, sit, and/or walk
2. Ability to occasionally bend, squat, kneel, climb stairs, and/or lift
3. Ability to occasionally lift between 10-50 lbs
4. Ability to continuously communicate with other people
5. Ability to continuously operate a computer for completion of necessary office work
6. Ability to continuously comprehend both physical and digital documents
7. Ability to continuously prepare/create both physical and digital documents

Work Environment

1. May occasionally work in temperatures above 95 degrees and below 32 degrees
2. May occasionally walk on slippery, wet, or uneven surfaces
3. Noise level in the environment will occasionally be loud
4. May occasionally work outdoors
5. May occasionally be required to travel for work
6. May continuously work indoors in an office space
7. May continuously work in a shared office space with coworkers

Office Hours and Work Schedule

1. **Office Hours:** 20 hours a week:
 - a. Required: Sunday - 7:15 am - 1:15 pm (onsite at assigned campus by MK Director) - 6 hours
 - b. Required: Wednesday - 8:30-3:00p - 6.5 hours
 - c. The remainder of the hours (to make up the full 20 hours) are flexible during regular office hours which are Monday-Thursday 8:30a-5:00p; final schedule to be determined with Supervisor
 - d. Some remote location work is permitted upon approval from Supervisor
2. **Additional Hours:** This person will be expected to be at key events/meetings outside of the above office hours. Please see supervisor for details.
3. **Overtime and extra work days:** Some overtime will be required. Please consult the Mercy Staff Handbook for Overtime Policy.
4. **Holidays:** All staff-wide Holidays are outlined in the Mercy Staff Handbook.
5. **Time Off:** Please consult Mercy Staff Handbook for time off policy